



LOGISTICS DIVISION BRIEF

LOG

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AGENDA

- Logistics Division Mission
- Organization Chart
- Equipment Management Branch
- Facilities Management Branch
- Materiel Management Branch



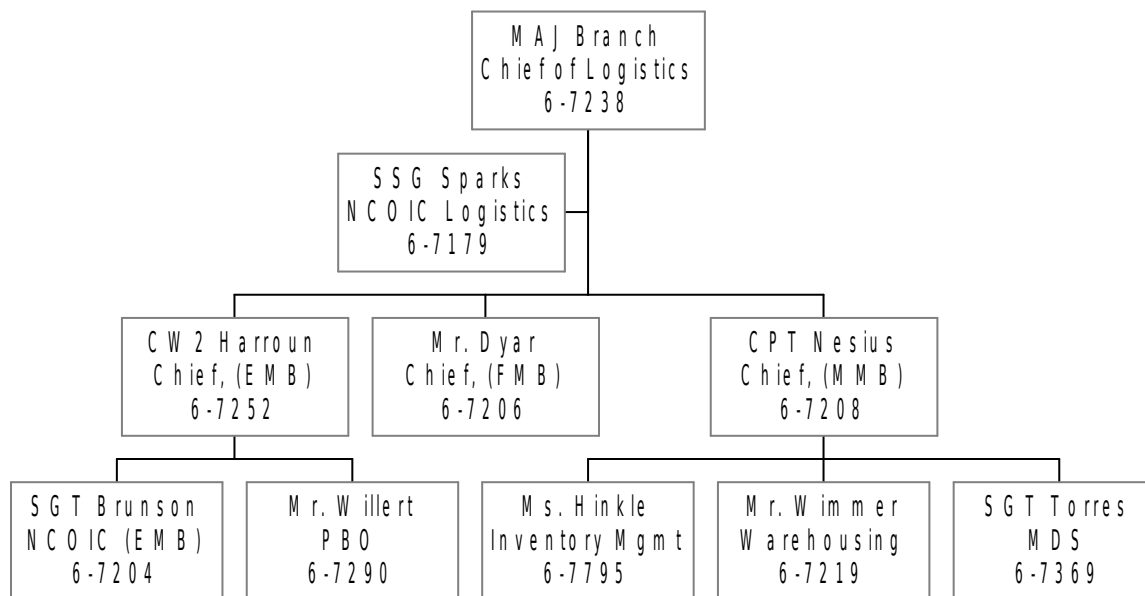
MISSION

The Logistics staff supports the care of the building, grounds, working environment, furnishings, equipment procurement and repair, office supplies, medical and non-medical supplies and services, linen, property accountability, and housekeeping. Log Div provides all the supplies, services and equipment necessary for the clinical staff to provide patient care.

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ORGANIZATION CHART



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Property Management Mission

- Property Accountability
- Hand Receipt Management
- Non-Medical Durable and Expendable Supplies
- Excess Equipment Program
- Equipment Disposition Program
- Non-Medical Equipment Repair

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CEEP/MEDCASE

- EQUIPMENT PLANNING
5-YEAR REPLACEMENT PROGRAM
PROGRAMMING
ACQUISITION
- FOR QUESTIONS - PH 526-7797



Medical Maintenance Mission

- Maintain All Medical Equipment
- Perform Scheduled Services/DD 2163
- Perform Unscheduled Services
- Assist with Equipment Acquisition
- Contract Management
- Serve as Commanders/Customers SME
- Things we don't do



Operators Maintenance Mission

- Maintenance Folders
- Operators Responsibility/DA 1687
- Operators Literature and Training
- Not Located Equipment
- Safe Medical Device Act of 1990
- Things that will get you in trouble



QUESTIONS?

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FACILITIES MANAGEMENT BRANCH

Mission: To provide effective
facilities support to all
Medical/Dental/Veterinary
Department activities on Fort
Carson

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FACILITY MAINTENANCE/REPAIR (ALL MEDDAC/DENTAC Bldgs)

- Typical problems to report-heating/air conditioning, plumbing, electrical and lighting, tube and box transport system, elevators, roof leaks, medical air and gases, flooring
- How to report-call J&J Maintenance Service Order Desk, ext 6-7699, 24-hours a day. A repair order will be initiated to correct the problem. For EACH, provide room#; for out-bldgs provide bldg & room#. Be specific about the problem
- Complaints-e-mail, or call the FMB, ext 6-7864

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REPAIR ORDER PRIORITIES

- **Priority 1:** Emergency-30 minute initial response outages of electrical, water, sewage; HVAC in critical areas; gas leaks; lighting in critical areas
- **Priority 2:** Urgent & Command Emphasis-8 hours to complete; HVAC in non-critical areas; food service equip; lighting in non-critical areas
- **Priority 3:** Routine-10 calendar days to complete Non-safety structural problems; lighting in non-critical areas

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R & U

- Installation & removal of pictures, bulletin boards, sharps containers, record boxes, etc., and sign making and installation
- Request requirements by e-mail or memo to Chief, Facilities Management Branch or by e-mail, memo, or phone call to FMB Secretary, ext 6-7864



LOCK AND KEY (EACH)

- Additional Keys-Memo routed thru Chief, FMB to Hosp key custodian.
- Lock function change-memo routed to Chief, FMB.
- Re-Keying of lock-memo routed thru HERD security analyst, to Chief, FMB.
- Access to an area-call J&J maint service order desk, ext 6-7699. To be allowed access to any area, a person must be on an access roster, approved and provided to J&J by FMB. Granting access may take up to 30 minutes

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LOCK AND KEY OUT-BUILDINGS

- Request additional keys with a memo to: PAE Lock Shop, Bldg 221, ext 6-4898
- Indicate the Bldg#, reason for additional key, identify key control person and unit. Memo must be signed by NCOIC or Functional Manager
- Hand carry request, Tuesday & Thursday, 1230-1530hrs only
- Bring a copy of the key to be duplicated
- Info copy FMB

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CONSTRUCTION EQUIPMENT SITE SUPPORT

(ELECTRICAL OUTLETS, STRUCTURAL AND
PLUMBING MODIFICATIONS)

- Request requirements by e-mail or memo to Chief, FMB with complete justification
- FMB initiates project for major items (3-6 months)
- MEDDAC R & U service order or open end project for routine items (1-4 weeks)
- FMB processes all required documentation

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SPACE MANAGEMENT

- Submit requests for additional space requirements by e-mail or memo to the Chief, FMB with detailed specifications concerning space needed, and justification
- All room use changes must be approved by FMB, submit requests by e-mail or memo to Chief, FMB



HOUSEKEEPING

- COR, Judy Darbyshire, e-mail or ext 6-7444
- ACOR, Peter Velasquez, e-mail or ext 6-7647
- Housekeeping is accomplished by contract
- Discrepancies in service must be handled by the COR or ACOR
- To change time/method of service, contact the COR or ACOR (you may discuss limited services such as cleaning spills or terminating patient rooms directly with contractor)



SAFETY

- Safety Manager, Kimberly Layton, e-mail or ext 6-7371
- Everyone's responsibility
- Equally important to staff and patients



QUESTIONS?

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MEDICAL MATERIEL BRANCH

“SUPPLY CHAIN MANAGEMENT”

LOG

DIY



WHO WE ARE:

- INVENTORY MANAGEMENT SECTION
- MATERIEL DISTRIBUTION SECTION
- MATERIEL WAREHOUSE SECTION

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WHAT WE DO:

Inventory Management Section:

- Purchase medical stock and unique one time buy items
- Controlled substance record of issue
- Process Medical Materiel Complaints
- Contract Officer Representative for pharmaceutical and medical-surgical prime vendor contracts
- Administer delivery contracts for laboratory supplies and medical gas
- Stock and maintain Crash Carts
- Furnish over-the-counter supplies
- Provide Customer Service Support for Logistics Division
- Purchase and stock routine office supplies

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WHAT WE DO:

Materiel Distribution Section:

- Stock point of-use-stations (PYXIS)
- Maintain PYXIS console
- Distribute supplies to non-automated areas
- Linen and uniform exchange
- Maintain Mass Casualty Carts
- Transportation coordination

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WHAT WE DO:

Materiel Warehouse Section:

- Receive shipments
- Stock warehouse shelves
- Issue to non-hospital military activities
- Maintain controlled substance vault
- Precious metal recovery program
- Medical Materiel Return program
- Deliver to customer areas
- Product Quality control

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WHAT WE CAN DO FOR YOU

Help Standardize Products:

- Based on previous purchases
- Based on GPRMC and Prime Vendor suggestions

Run Reports:

- TAMMIS Transaction Register
- PYXIS Advisor and PDS systems

Provide Training:

- On PYXIS use
- On General Med/Surg Supply Management

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WHAT YOU CAN DO FOR US:

Help us Standardize Products:

- What do you use?
- What do you like best?
- How much do you use? (Max/Par levels)

Use PYXIS properly:

- WHY IS IT IMPORTANT?
- Pull correct amounts
- Correct discrepancies

Give us Feedback:

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QUESTIONS?

Points of Contact:

- Customer Service - 6-7770
- <http://evans.carson.amedd.army.mil/logistics>